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**Program Enhancement Plan (PEP)
Continuous Quality Improvement (CQI)
Full Committee Meeting Minutes
April 26, 2005**

CQI Status Report: Harry Hobbs

- ❖ Targeted case reviews are being done to get information out of WiSACWIS regarding re-entry and stability of placement cases. 100 cases have been randomly selected through the WiSACWIS data system.
- ❖ Limited case reviews will be finished by the 3rd Quarter, in compliance with the PEP.
- ❖ Dodge County's Review will be May 10th through the 12th. With 6 in home cases and 6 out of home cases being reviewed.
- ❖ The La Crosse County review will be the week of June 20, 2005. 2 day training on the SR tool will happen prior to the La Crosse review.
- ❖ At the June 28, 2005 full CQI Committee Meeting the group has to decide what tool will be used and how it will be adapted.

CQI Pre-site Review Process: (Subcommittee 1)

CQI team will draft a manual to be used during limited case reviews and will be completed by July 1, 2005. CQI Team will prepare a specialized county manual to be distributed through multiple mediums including; PEP website, statewide meetings, CPS Sups Meetings. Part of the pre-review process will include identification of a pool of cases based on specific selection criteria and completion of a county questionnaire regarding county background, organizational structure and contact names.

CQI: Post-site Review Process: (Subcommittee 3)

CQI site leader will draft final report in standard form with a DCFS internal review within 45 days of site review that will be sent to county for review. The County may send comments to CQI site leader within 2 weeks and the CQI site leader may edit the report as needed. The County may append the report with a response letter and DCFS will finalize the county report 30 days after receiving county comments.

County Use:

Counties may share final report within agency, community, liaison committees of the county board and advisory committees. Counties will be encouraged to use findings for internal CQI efforts.

DCFS Use:

DCFS may use the final report to identify county strengths and needs for additional training and on-site support. DCFS may post best practices found in reviews to website. All county reports will be part of the public domain.

CCI: Children's Court Initiative & its Relationship to CQI Reviews:

The CQI Team will work in partnership with the CCI Project to conduct simultaneous reviews in counties whenever possible. The CCI is a comprehensive, ongoing, collaborative project initiated by the Director of State Courts office, Children's Court Improvement Program. The project is designed to strengthen the court process in Chapter 48 cases. Measures in safety, permanence,

due process and timeline performance will be established in Child in Need of Protection and Services, Termination of Parental Rights and Adoption Cases. The level of achievement of the performance measures will be assessed and tracked through file review, court observation surveys, interview and data analysis. The CCI Advisory Committee, which includes CQI representation will provide input and guidance during the implementation and operation of the project.

CQI Committee decision on Criteria for Frequency & Selection of Counties for Review:

(handout provided by Alan Stauffer)

- Using the tool from Alan, the yearly span for reviews will be five years
- Alan's model suggests reviewing the top 18 counties (determined by child population) every three years and the remaining 53 counties on a five year rotation.
- The CQI full committee voted in favor of using this model.
- Dane, Rock, Waukesha, Sheboygan, Lincoln and Jackson have all volunteered to be reviewed.

CQI eWiSCWIS Data Committee: (Subcommittee 4):

Federal Outcome (National Standards) Reports – Measures used to determine performance on national safety and permanency standards and some CFSR performance items. Statewide and county specific reports available with county case detail. Note: Final state progress will be measured using federal AFCARS and NCANDS files submitted by Wisconsin.

- ✓ PEP Reports Phase 1 – Measures developed for specific CFSR performance items and PEP Action Steps. Measures apply to CPS Initial Assessment, CPS Ongoing and Out-of-home Placement cases. Statewide and county specific reports available with county case detail.
- ✓ These reports are currently available through WiSACWIS (Wisconsin Statewide Automated Child Welfare Information System) eReports. Reports are run quarterly for a 12-month period. The Federal Outcome reports will be available through WiSACWIS Reports Dashboard by end of June 2005.
- ✓ The PEP reports are being tested and will be made available statewide through eReports at the end of June 2005. Reports are run monthly or quarterly depending on the measure. Work will begin in July 2005 to add the PEP reports to the WiSACWIS Reports Dashboard.
- **Reports Dashboard** – The Dashboard is a web-based reports tool being developed by DCFS. Performance measures will be displayed in graphical form that will allow agencies to quickly review overall performance and sort information for analytical purposes. Report view options include statewide performance, all county comparison, and county specific performance. Sort options will include sites within counties, case type and child demographics. The Dashboard will be ready at the end of June 2005 for initial use with the Federal Outcome reports. The PEP reports and additional sort features will be added to the Dashboard starting in July 2005.